



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
SIGN REVIEW

Project _____

Date _____

*Applicant shall check each box below to confirm the item is included in the application.
A Sign Review Permit application packet shall include the following:

- ___ 1. Complete building permit application noting number and size of signs.
- ___ 2. Elevations showing existing and proposed signs including dimensions, copy materials, building facade and dimensions for building mounted signs and other information to illustrate the proposal. Three copies are required. Photos of building elevations are required.
- ___ 3. A site plan is required for freestanding signs showing existing and proposed signs with setbacks and other pertinent dimensions. Three copies are required. For freestanding signs, provide information that shows the relationship of the sign to setback, right-of-way and easement lines. If utilities lie within these easements, they should also be identified.
- ___ 4. Foundation and structural details for freestanding signs and means for fastening building mounted signs as follows:
 - A. dimensions
 - B. weight
 - C. materials and material grades
 - D. partial cross section showing attachment to building, ground and structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds)
 - E. size, spacing and number of fasteners
 - F. show all structural components of sign itself (size included)
- ___ 5. Indicate if sign is to be lighted; if lighted, a separate electrical permit is required.
- ___ 6. Indicate proposed colors by providing color board and/or paint chips.
- ___ 7. Indicate owner has reviewed and approved proposed sign for multiple building/tenant complexes and/or where there is an approved sign program.
- ___ 8. Additional information may be required if determined necessary for adequate review of proposed signage.

For further information, please contact the Permit Center at 425-556-2473.

Applicant or Representative

Date